Thinkfinity
brought to you by the Verizon Foundation

FREE educational resources for everyone

verizon

4 Steps to Conducting an Official Thinkfinity Training

A Trainer's Guide to Processing Training Registrations, Rosters, Surveys and Follow-up Forms

(Updated 9-2-08)

Copyright © 2008 Verizon Foundation. All Rights Reserved.
This document may be reproduced and distributed solely for uses that are both (a) educational and (b) non-commercial. Any reproduction or distribution of this document for any other purpose, including commercial gain, is strictly prohibited.

Thinkfinity Training Process

Part 1: Register Training…… Slides 3-11

Part 2: Roster …… Slides 12-17

Part 3: Survey …… Slides 18-22

Part 4: Follow-up Report ……. Slides 23-28

Part 1: Register Your Session

Step 1. Click on the 'myThinkfinity' Link

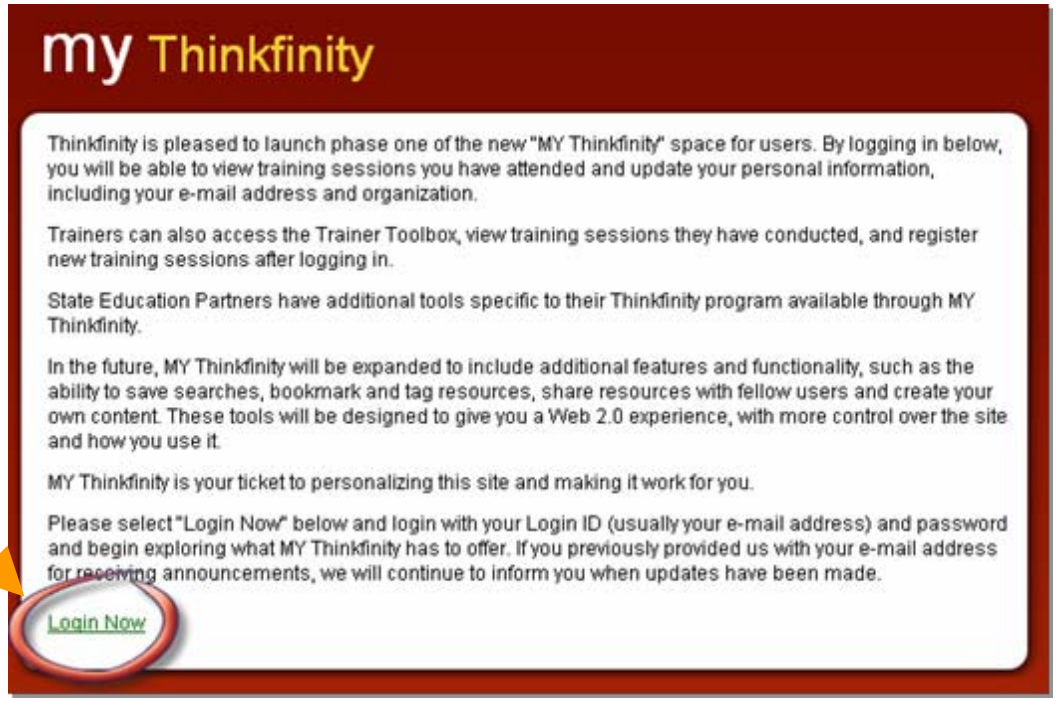
1

myThinkfinity

Part 1: Sign-In

Step 2. Click 'Login Now'

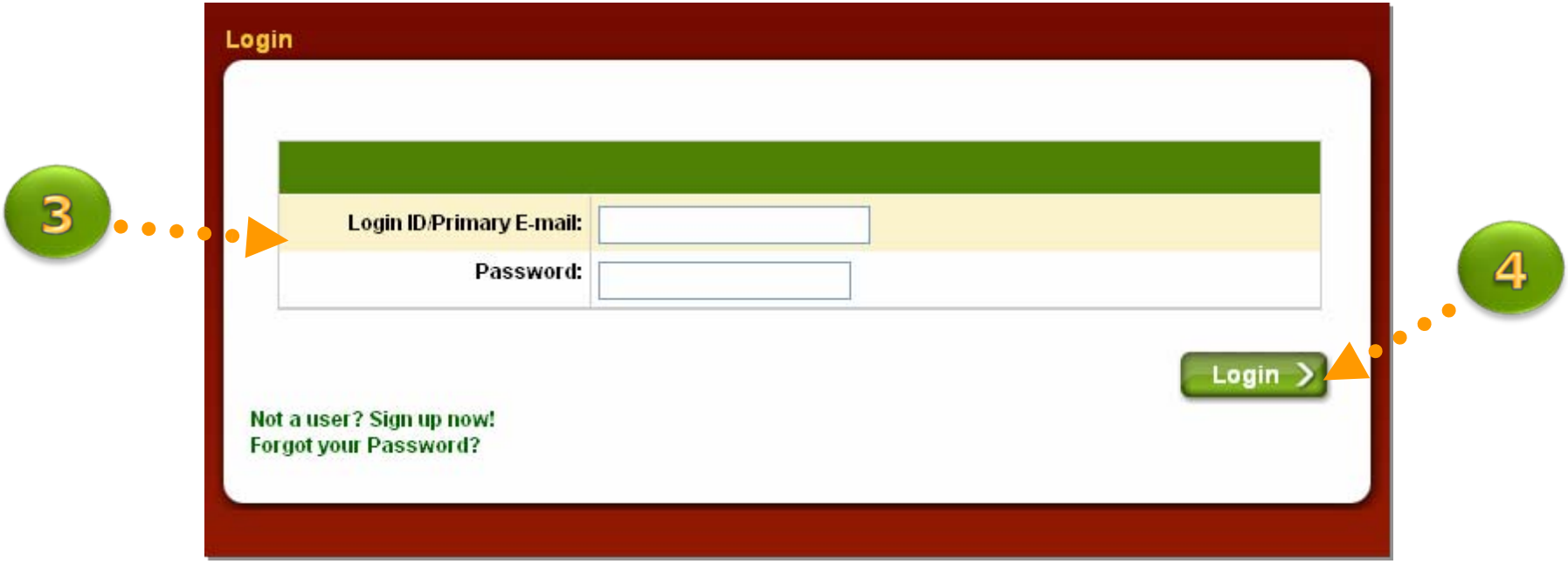
2



Part 1: Sign-In

Step 3. Type in your Primary E-mail address and Password

Step 4. Click 'Login'



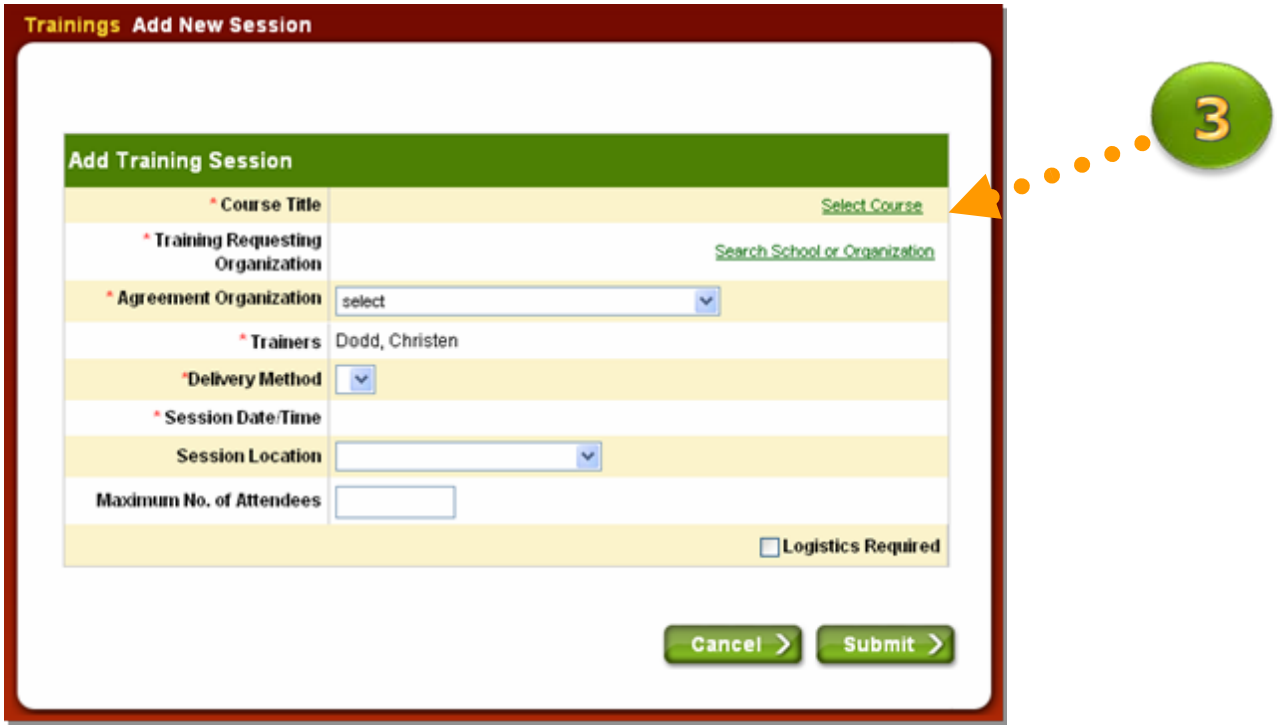
Part 1: Add a Training Session

Step 1: Select 'Trainings'

Step 2: Click 'Add New Session'

Part 1: Add a Training Session

Step 3: Select your course type



Part 1: Add a Training Session

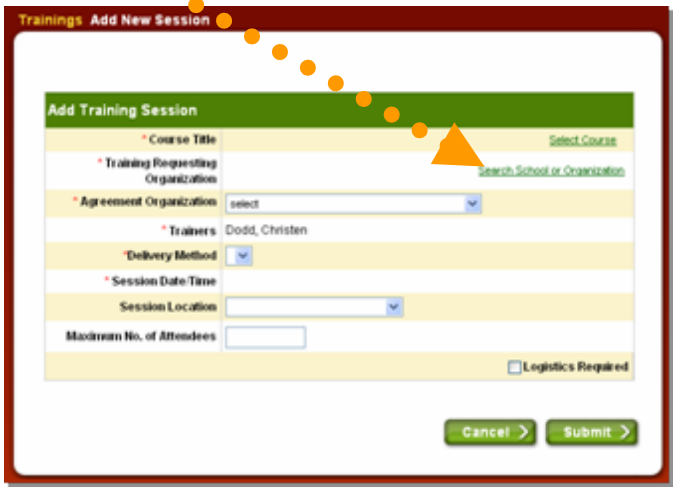
Step 4: Click ‘Select’ by the Course Title and choose to ‘Add to Session’

Part 1: Add a Training Session

Step 5: Select your attendees' school or organization

- Choose your Country and State
- Type in one word of the school or organization
- Click '**Search**'

5a



5b

Part 1: Add a Training Session

Step 6: Scroll through the list

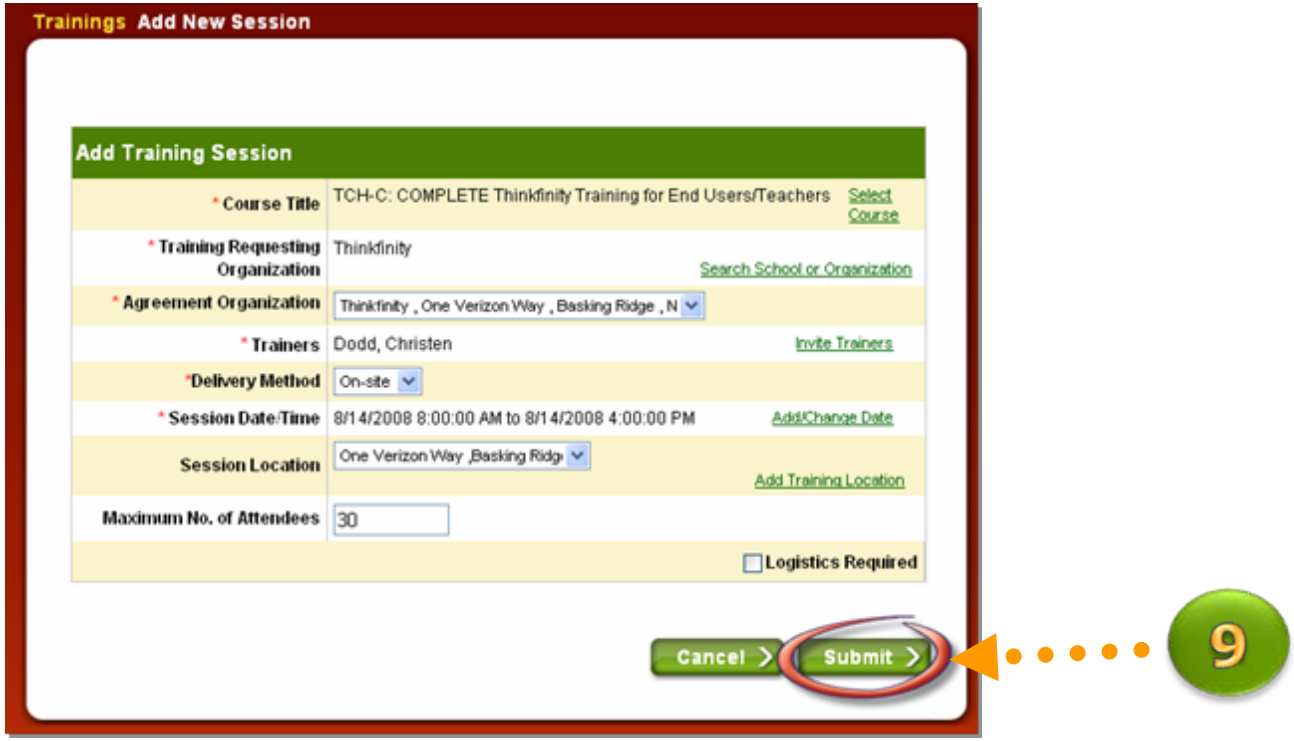
Step 7: Click 'Select' by the name of your attendees' organization

- *Or Click 'Create New Organization' if you do not see the organization listed*

Step 8: Click 'Add to Session'

Part 1: Add a Training Session

Step 9: Complete the remaining sections and click ‘Submit’



Part 2: Roster Your Attendees

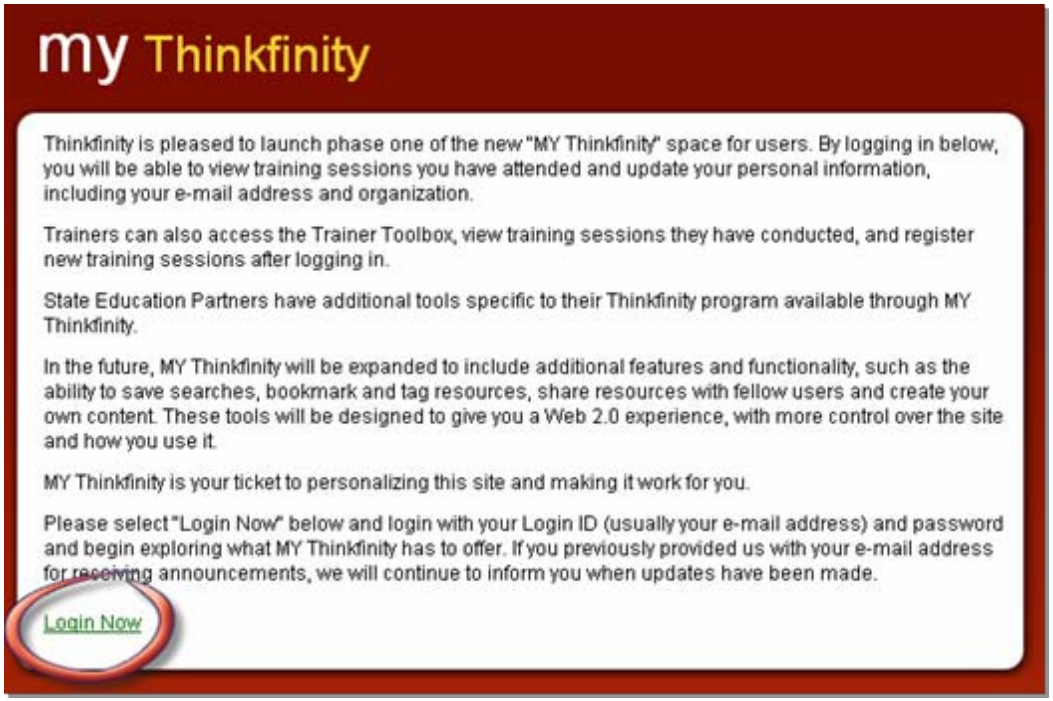
Step 1. Participants click on the 'myThinkfinity' Link

1

myThinkfinity

Part 2: Roster Your Attendees

Step 2. Participants click 'Login Now'

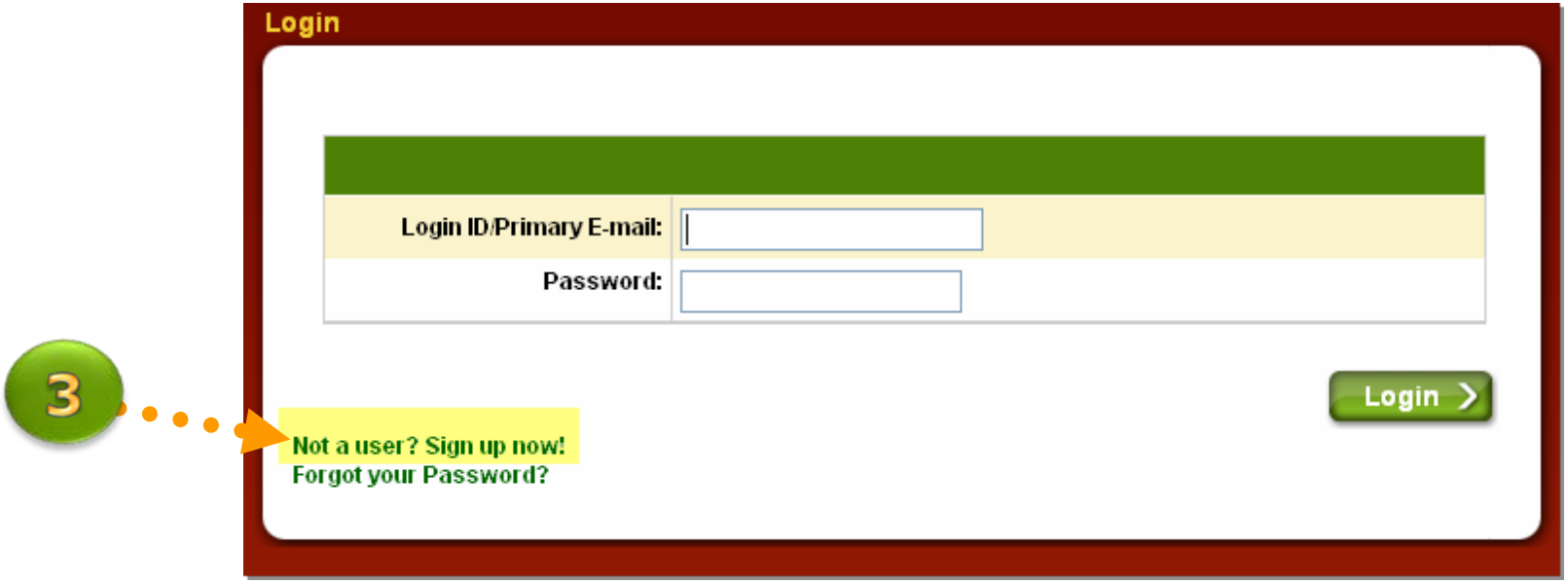


2

Part 2: Roster Your Attendees

Step 3. Participants will need to create a myThinkfinity account

Note: If they already have an account they can type in their Primary E-mail address and Password and click 'Login'



Part 2: Roster Your Attendees

Step 4. Participants click on 'Trainings'

Step 5. Participants select 'Attendee Roster'

Part 2: Roster Your Attendees

Step 6. Participants should select your course

6

View Training Sessions

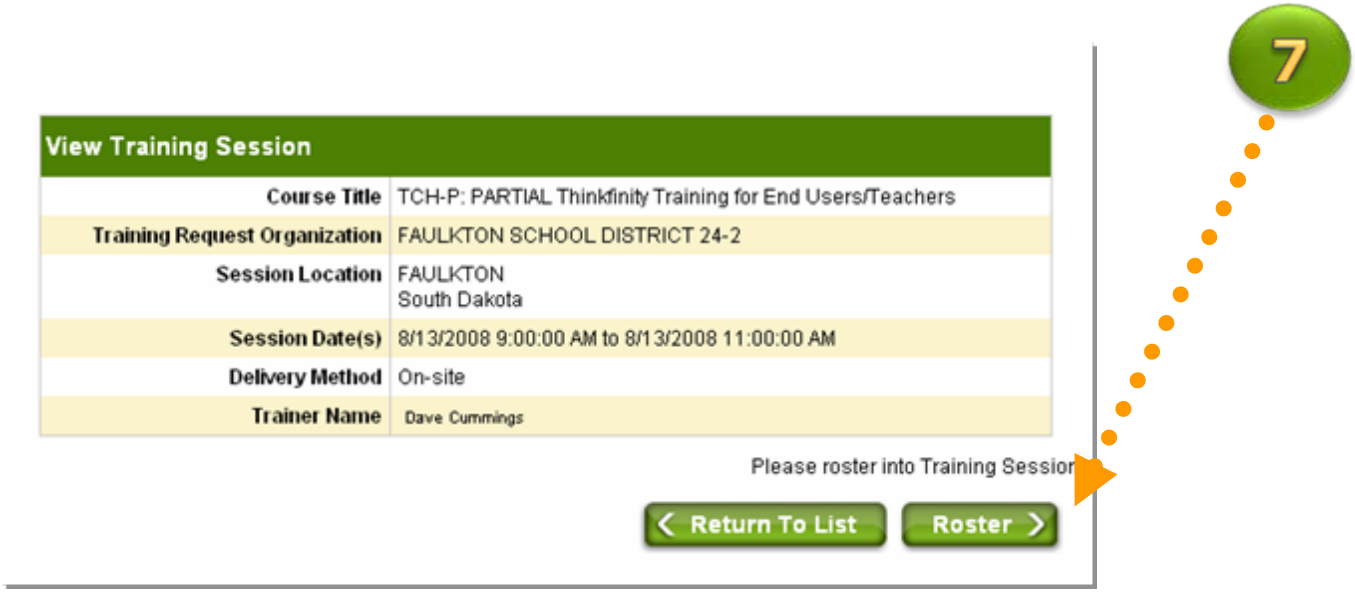
Previous Day | Training Date 8/13/2008 | Go | Next Day

Start Time	Location	Course Type	Trainer Name	Trainer Type
8/13/2008 1:00:00 PM	Dover , Delaware	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	Sally Dodd	Field Trainer 2
8/13/2008 1:00:00 PM	Irving , Texas	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	Cathleen McCartney	Field Trainer 2
8/13/2008 9:00:00 AM	FAULKTON , South Dakota	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	Dave Cummings	Field Trainer 2
8/13/2008 9:00:00 AM	FAULKTON , South Dakota	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	Maia Gilliam	Field Trainer 2
8/13/2008 9:00:00 AM	FAULKTON , South Dakota	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	Gregory Brooks	Field Trainer 2
8/13/2008 3:30:00 PM	Phenix City , Alabama	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	Rachel Hoffmeister	Field Trainer 2
8/13/2008 8:30:00 AM	Belmont , West Virginia	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	Peter Leone	Cadre Trainer
8/13/2008 12:30:00 PM	Belmont , West Virginia	TCH-P: PARTIAL Thinkfinity Training for End Users/Teachers	Sharon Morkunas	Cadre Trainer
8/13/2008 12:30:00 PM	Morgantown , West Virginia	Awareness Session	Cecil Reed	Field Trainer 2

Part 2: Roster Your Attendees

Step 7. Participants click 'Roster'

Step 8. The roster step is complete!



Part 3: Survey Your Attendees

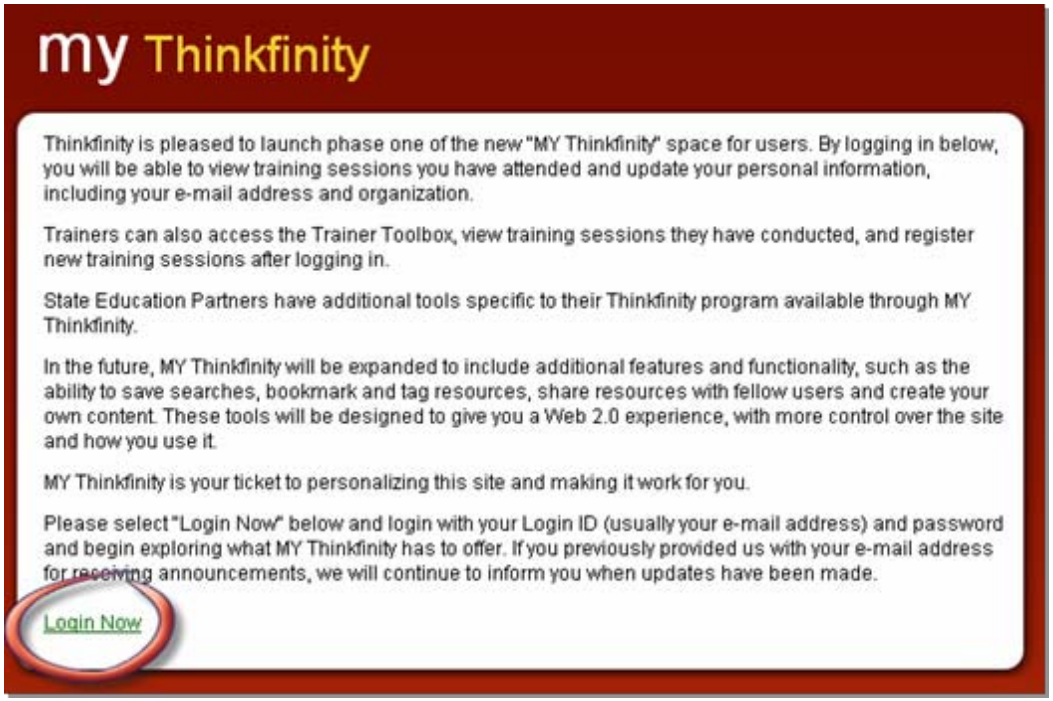
Step 1. Participants click on the 'myThinkfinity' Link

1

myThinkfinity

Part 3: Survey Your Attendees

Step 2. Participants click 'Login Now'

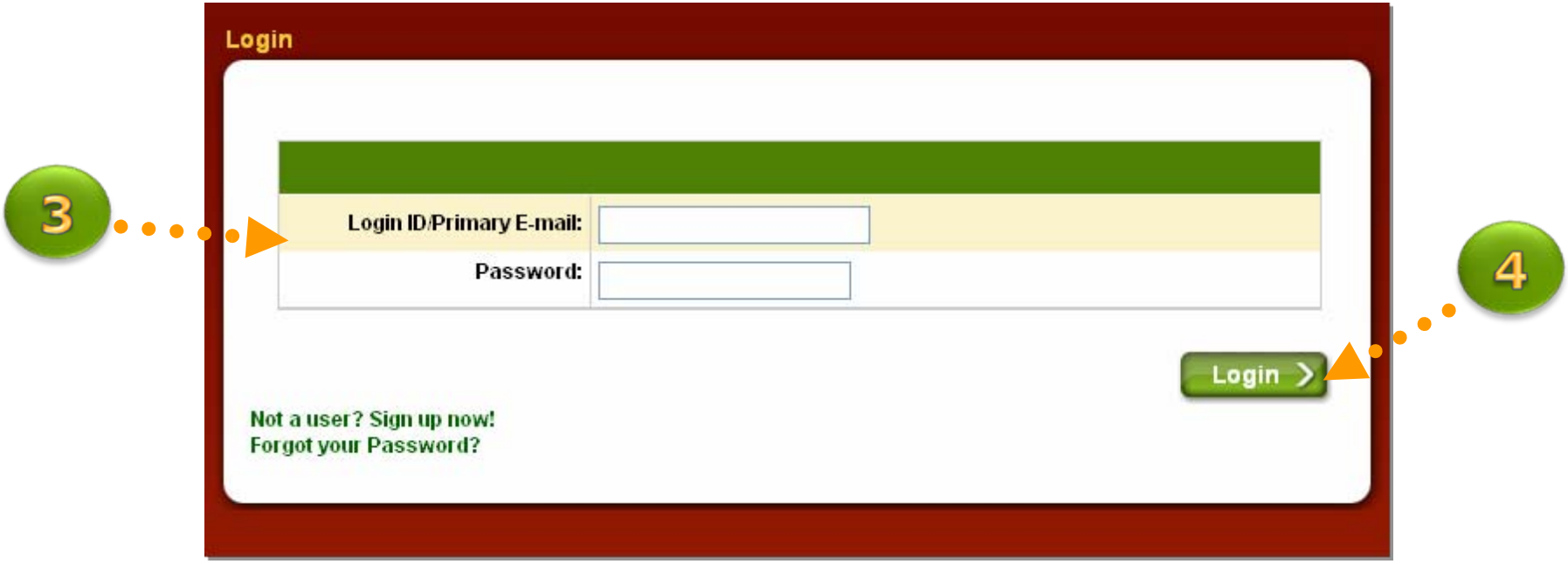


2

Part 3: Survey Your Attendees

Step 3. Participants type their Primary E-mail addresses and Passwords

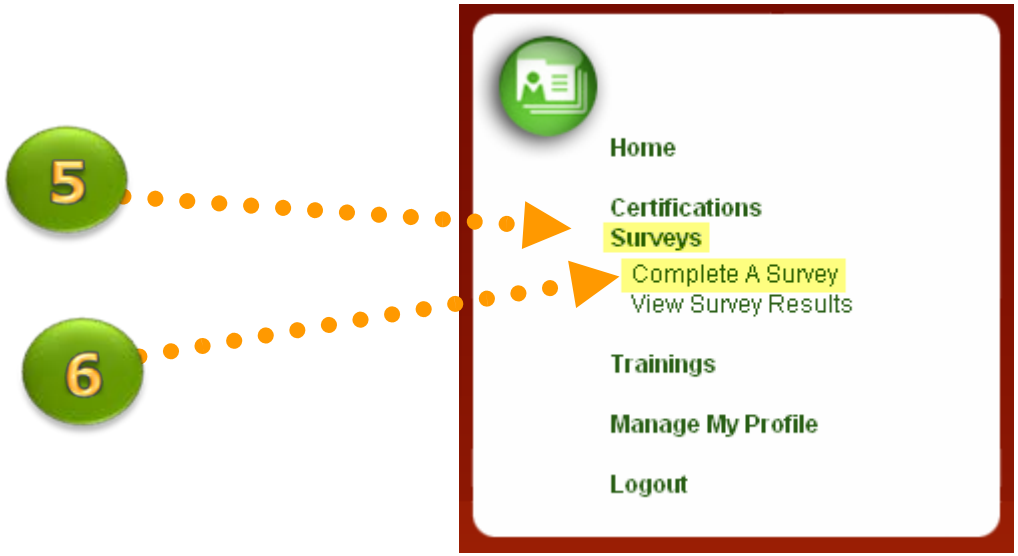
Step 4. Participants click 'Login'



Part 3: Survey Your Attendees

Step 5. Participants select 'Surveys'

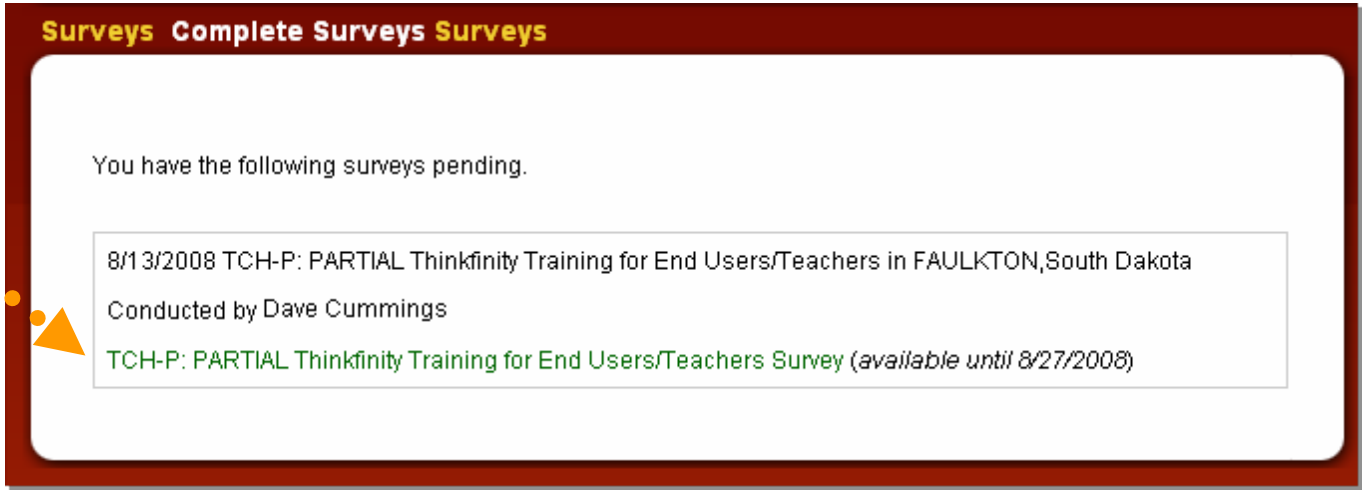
Step 6. Participants click 'Complete A Survey'



Part 3: Survey Your Attendees

Step 7. Participants complete any pending surveys

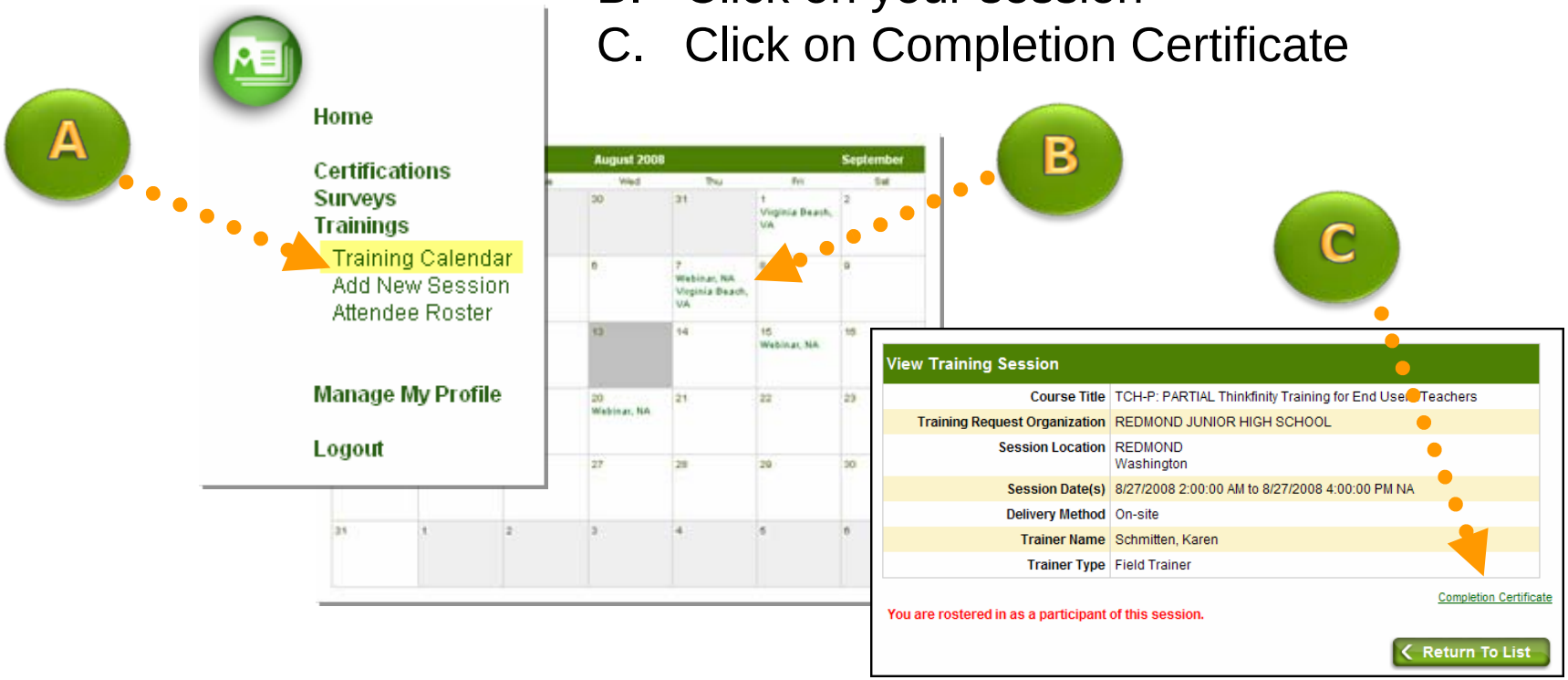
7



Part 3: Survey Your Attendees

Bonus! Participants may print certificates of completion.

A. Go to training calendar
B. Click on your session
C. Click on Completion Certificate



Part 4: Follow-up Form

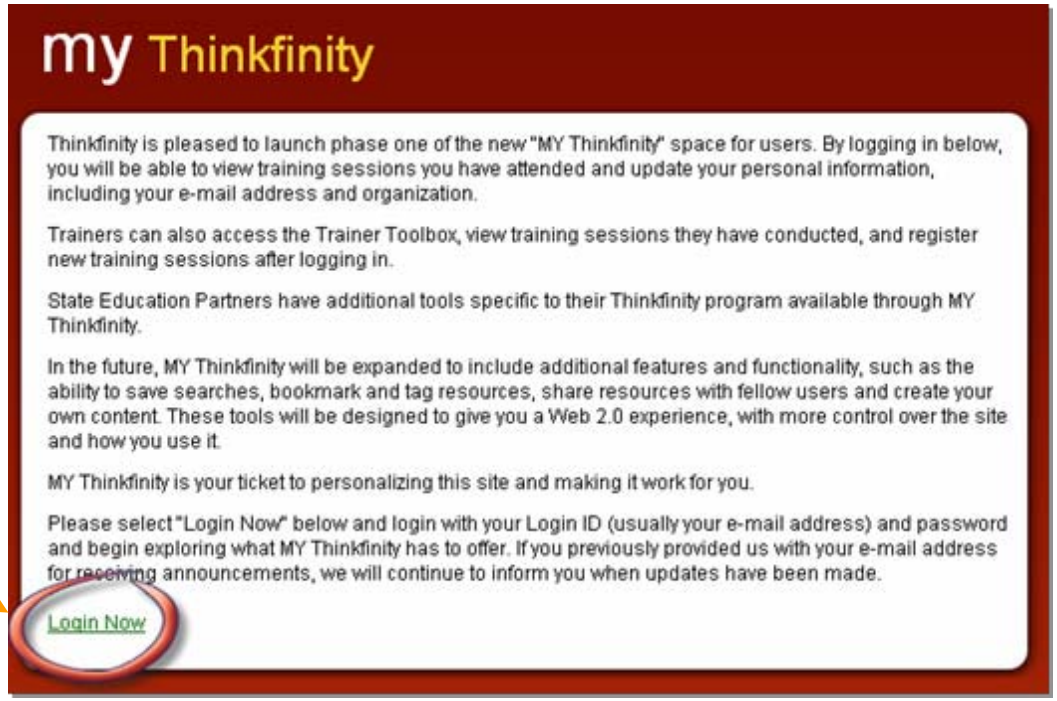
Step 1. Click on the 'myThinkfinity' Link

1

myThinkfinity

Part 4: Follow-up Form

Step 2. Click 'Login Now'

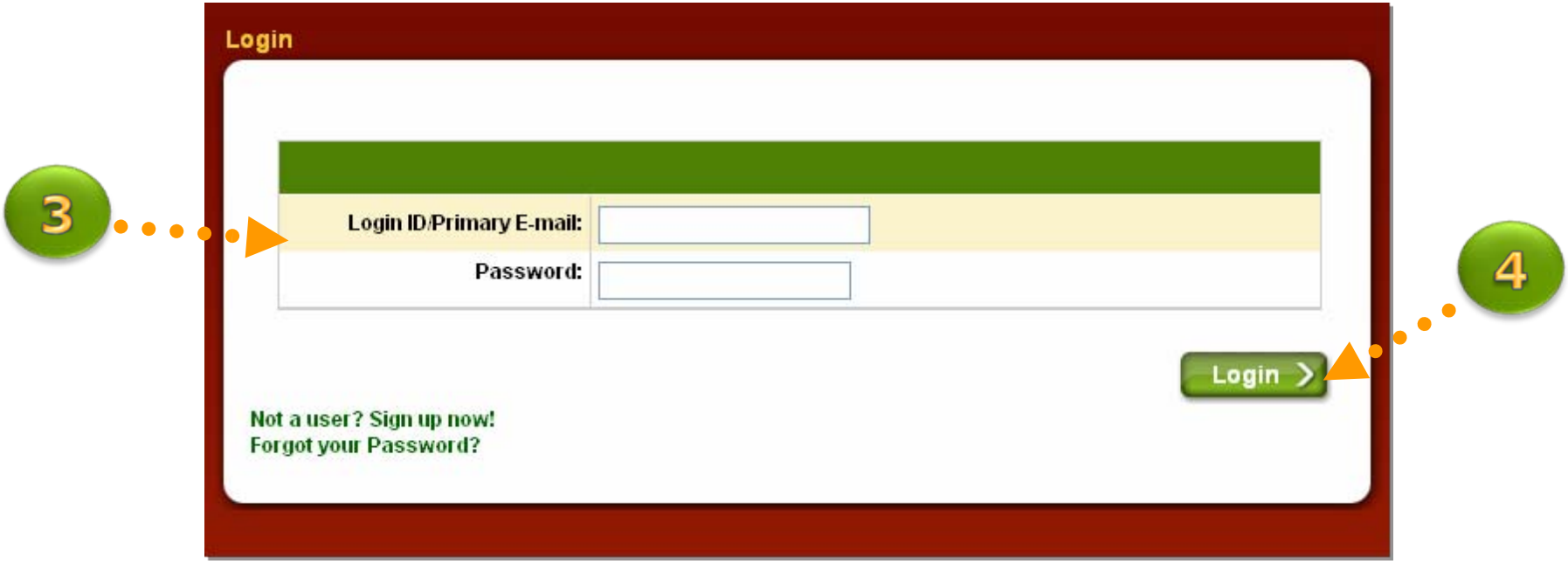


2

Part 4: Follow-up Form

Step 3. Type in your Primary E-mail address and Password

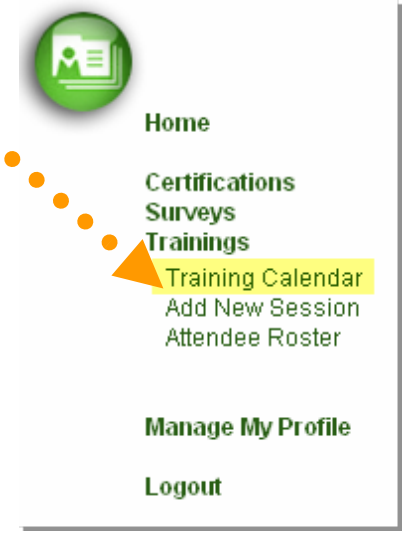
Step 4. Click 'Login'

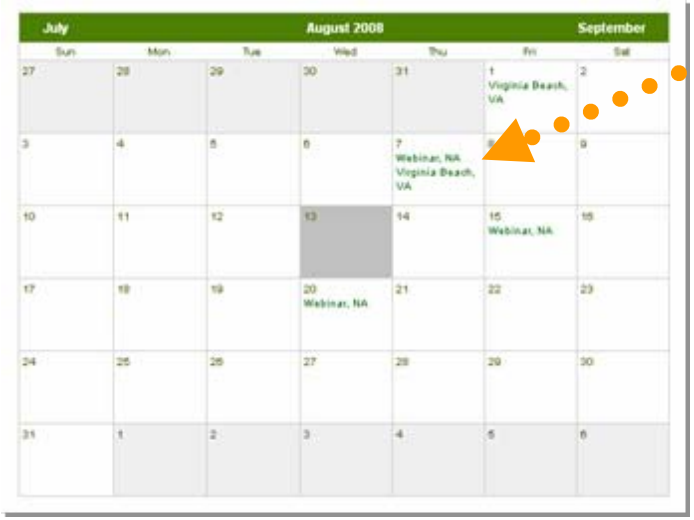


Part 4: Follow-up Form

Step 1: Go to your training calendar and select your training.

1a

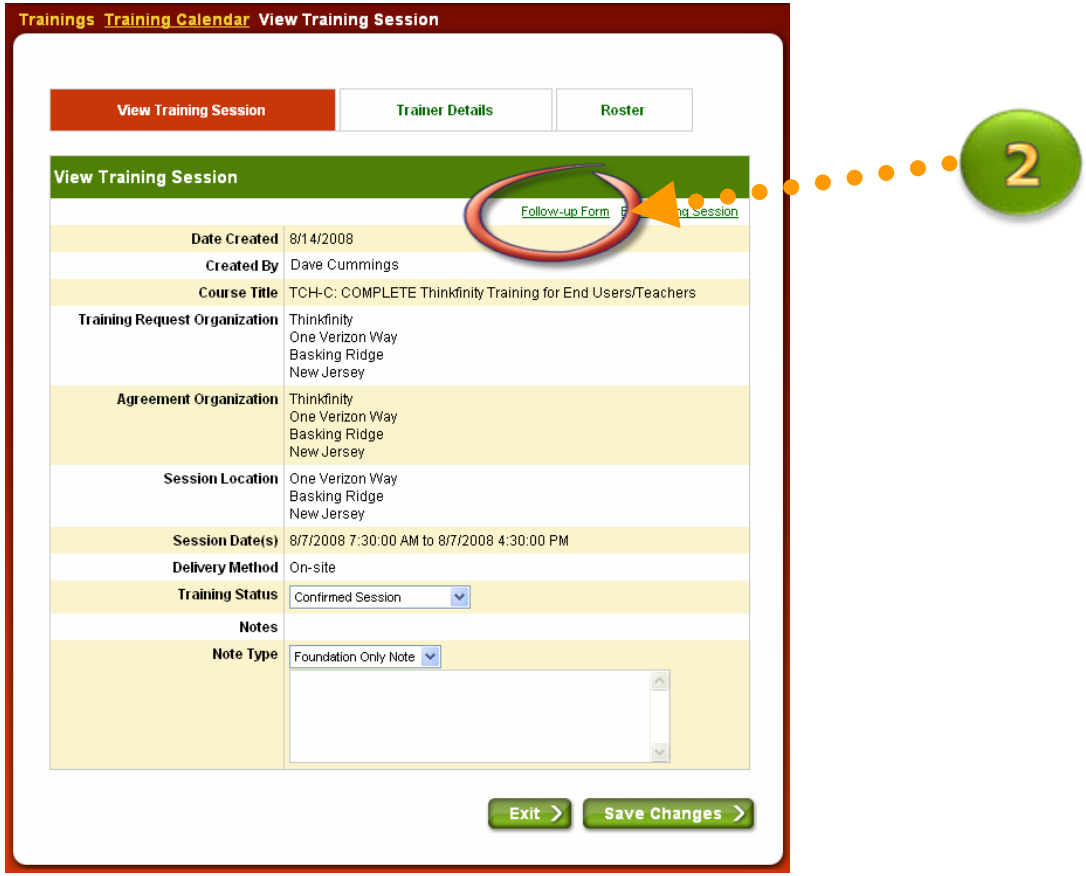




1b

Part 4: Follow-up Form

Step 2: Select 'Follow-up Form'



Part 4: Follow-up Form

Step 3: Complete Follow-up Form, select ‘Submit’

Thank You!

You have now completed the

4 Steps to Conducting an Official Thinkfinity Training